US 10097: First Year Experience, College of Arts and Sciences

August 23 – December 8, 2013

Section 26, Friday, 1:10-2:00, Satterfield 219

Instructor: Prof. Richard M. Berrong Student Success Leader: Amanda Pokorny

Office location: 304-D Satterfield Email address: apokorn3@kent.edu

Office hours: TR 12:00-12:30 in front of 201 Moulton Hall
2:00-4:00 304-D Satterfield
and by appointment

Students sometimes misunderstand the nature of college faculty offices and office hours, since they are very different from high school teachers. We try to be in our offices during posted office hours, but sometimes we have meetings we have to go to, administrators who want to see us, etc. Therefore, it is always a good idea to let a faculty member know in advance when you plan to stop by, so that he/she can be sure to be there. "In advance" does not mean an hour before by e-mail, however. Not all of us check our e-mail compulsively. I don't have a smartphone. Can't afford one.

Email address: rberrong@kent.edu

Office phone: don't call; use e-mail

Course Description

US 10097 assists students in making a successful transition to the university through experiential or intellectually engaging discipline-based content. Required of all first year students. (Not required of transfer students with 25 or more credit hours or students entering Kent State over the age of 21.) One credit hour. Letter-graded. Prerequisite: none.

Course Objectives

This course will help you, the student, in your transition to college life at Kent State University and is intended to connect you to the University, College, faculty, and fellow students. In addition, this course should help you learn about university and college policies and procedures, university technology, key dates and deadlines, academic skills, academic advising, and registration/scheduling. The new Graduation Planning System (GPS), cheating and plagiarism information, and the Honor Code will also be introduced. FYE is also designed to help you address your particular concerns and questions. Berrong addition: The objective of this course is also to get you to focus on your impressions of Kent State and come up with a way of conveying them other than just through verbal descriptions ("I saw this and felt this way").

Required reading/information sources

KSU Undergraduate catalog: available from http://www.kent.edu/catalog/

Berrong addition: The website for this section is:
http://www.personal.kent.edu/~rberrong/Destination

Per the 2013 University Catalog, each Kent State University student is responsible for:

1. Pursuing successful completion of all courses for which he or she enrolls.

2. Meeting with an advisor to develop an academic plan. However, the final responsibility for following procedures and meeting university, college and program requirements as outlined in the University Catalog rests solely with the student.

3. Being familiar with the current academic calendar, including, but not limited to, deadlines for course registration, course withdrawal and application for graduation.

4. Knowing his or her academic record, including registration schedule for each semester and academic progress toward program completion.

5. Maintaining a current and accurate mailing address, phone number and Kent State e-mail address in FlashLine, and reading and responding promptly to all communications from the university.

   Berrong addition: I realize that Americans your age have largely abandoned e-mail for Facebook, Twitter, etc. The university and your professors have not, however. So, you will need to check your university e-mail once a day for assignments, etc.

6. Being familiar with and adhering to the university's rules, regulations and policies.

Registration Information

University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashLine). Registration errors must be corrected by the student prior to the deadline. Berrong addition: This is important. Every semester students fail courses because they thought they had dropped them but did not. It is your responsibility to keep track of which courses you are enrolled in.

Dropping a class/withdrawal deadline (for this class): **SEPTEMBER 8, 2013 is the last day to withdraw ('drop' a class) from a full term course before a grade of "W" is assigned (on the transcript).** Between September 9 and November 3, a student who withdraws from this course will have a grade of "W" assigned (on the transcript). **After this point the student is committed to the course and will receive a grade.** See comment in previous paragraph about your responsibility to keep track of your courses.

Important dates and deadlines for students can be found at http://www.kent.edu/registrar/index.cfm

Students with Disabilities

If you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Services for students with disabilities at Kent State University are based upon documentation. In order to be eligible, the student must provide verification to Student Accessibility Services (SAS) with a statement from a doctor or qualified psychologist that meets the standards for indicating the presence of a disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act. It is the student's responsibility to provide Student Accessibility Services with this documentation. Services cannot be provided until this documentation is submitted and approved. SAS is found in the DeWeese Health Center and is available by V/TDD at 330-672-3391.

COURSE REQUIREMENTS

To successfully pass this course, a student must comply with the following requirements:

Attendance: Classes are premised on the KSU policy that regular attendance is expected. If students anticipate an absence, they should consult with the instructor individually by sending him an e-mail before the class that is to be missed when at all possible. In the event the absence was due to illness or injury, verification from the medical professional treating the illness or injury should be presented to the instructor upon return to class. (KSU Catalog).

Class absence: Legitimate reasons for absence include, for example, illness, death in the immediate family, religious observance, academic field trips, participation in an approved concert or athletic event, and direct participation in university disciplinary hearings. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material.

Berrong addition: Students are allowed only one unexcused absence in the course of the semester. If the student has more than one unexcused absence, he/she will fail the course, so you definitely don't want to do that. Why take this course twice if you don't have to????

Some students confuse an excused absence with a documented absence. If your mother writes a note saying that you took her to the airport, that is a documented absence and certainly the sign of a dutiful offspring, but it is not an excused absence. In the same respect, if your doctor writes a note saying that you were absent because you went to see her/him for your annual checkup, that is a documented absence but not an excused one. University policy on what constitutes an excused absence can be found at http://www1.kent.edu/policyreg/chap3/3-01-2.cfm. Note especially section D. 3. c.: "Students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility." Students must complete any work missed because of an excused absence promptly.

For any absence that a student wishes to be treated as excused, he/she must bring the necessary documentation to the next class.

1. **Each new freshman student must have an advising appointment with a College academic advisor *each semester***, in order to discuss academic progress, prepare for course registration, and review the GPS Educational Plan. **Please schedule a one-on-one advising appointment** with a College advisor (in 105 Bowman) **after the first week** (and ideally, prior to week 10) of the semester. Note: there are no walk-in appointments for required advising. This appointment is made by the student (up to) two weeks prior to the date desired, via the link found on http://www.kent.edu/cas/undergraduate/advising/. Keep a copy of the appointment confirmation and get proof of attendance from the advisor to provide your FYE instructor.

Berrong addition: The Dean writes: "I would recommend breaking up your class alphabetically over the 8 weeks, into four groups (two week periods) and requiring them to make an appointment (which can be done two weeks in advance) over 8 weeks. They will get an email confirmation if they make the appointment online, which you can ask to see as proof that they made it. Students who do not schedule an appointment each semester will have a hold put on their registration—this is a new policy." So that is what we will do. See Class Schedule below.

This is not a graded assignment. Students must complete it in order to pass the course.

2. C**omplete the On-line learning modules** (starting the fourth week of the semester)**.** The "Kent State User Manual" involves a series of six lessons, each about 15 minutes long, that students will complete on-line. Topics to be covered include university technology, academic advising,

policies, procedures, and deadlines, time management, course selection and preregistration, study abroad, self-assessment, and goal-setting.

To access the modules, go to https://www.ehhs.kent.edu/stuPortal/lms/advisingMod.php . (Troubleshooting: If you do not know your Flashline user name, please contact the Kent State Help desk at 672-HELP (672-4357)). Modules 1 and 2 should be completed in weeks 4-6; Modules 3 and 4 should be completed during weeks 7-9; Modules 5 and 6 should be completed no later than the final week of the semester. *(After this point you will not be able to access the modules.***)** See attachments for more detai;/ The due dates for these modules are on the Class Schedule below.

This is not a graded assignment. Students must complete all six of these modules on time in order to pass the course.

3. Completion of one Student Success Series Workshop at http://www.kent.edu/success/programs/success-series.cfm . Successful first-year students at Kent State University are those who learn how to utilize resources, resolve problems, and prepare themselves to take full advantage of their time on campus. The Student Success Series helps to promote this success by offering workshops on the common concerns and questions first-year students have during their transition to university life. Students are asked to register for an offering that is of interest using their FlashLine user name, print the confirmation e-mail, attend the presentation, and **submit their stamped confirmation e-mail as proof of attendance.** Please see the handout on how to register for a workshop.

This is not a graded assignment. Students must complete it in order to pass the course.

4. Undergraduate Studies is developing materials for a Financial Literacy component to the course. Please contact Meghan Cisar (mcisar@kent.edu) regarding this course element.

5. KSU Faculty Interview: In order to encourage students to make connections with faculty members and assist them with feeling comfortable asking for assistance, students will conduct one informational interview with a faculty member teaching a course in which they are registered this semester. Students should plan in advance to attend office hours or set up an appointment with the faculty member. (Questions and assignment details are provided and attached to the syllabus.)

Berrong addition: Note: **This must be a member of the fulltime faculty, not a graduate student or part-timer. When you set up an appointment with the faculty member, make sure to find out if he or she is indeed a full-time faculty member.** Make sure to get them to fill out the Faculty Interview form posted on the class website.

Why do I require this? In my decades of college teaching, I have discovered that some students will actually fail a course rather than speak to the professor when they are in trouble. To get you over this hurdle, I'm requiring you to speak to a professor one-on-one, face-to-face. Don't worry, they are not all as terrifying as I am ;)

This is not a graded assignment. Students must complete it in order to pass the course

6. Presentation of your artistic rendering of your Impression of something that struck you during your first
weeks at Kent State.

This is a graded assignment. You must complete it in order to pass the class. If you do a poor job, your grade for the course will reflect that. Conversely, if you do a bang-up job on this, your grade for the course will reflect that as well.

Additional student expectations

Academic honesty: University policy 3342-3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided in this policy will be used to deal with any violations. If you have any questions, please see the Plagiarism website at http://www.kent.edu/academics/resources/plagiarism/index.cfm or read the policy at http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779 .

Arrive on time for class and do not leave early.

1. Actively participate in all class sessions and be prepared.
2. Late submission of work: not allowed.
3. Missing class: it is the student's responsibility to contact the faculty instructor about any missed classes, and to obtain any handouts or materials distributed.
4. Respectful Student Conduct: The College follows University regulations regarding student behavior in the classroom. It is expected that each student will be respectful to the instructor as well as to fellow classmates. Use of profanity, rudeness toward fellow students or the instructor, angry outbursts, refusal to participate in classroom activities, repeated tardiness, and leaving the classroom prior to class dismissal are just some examples of disruptive behavior. The instructor will ask the disruptive student to cease and desist and will inform the student of possible suspension and/or dismissal from the class. Guidelines pertaining to class disruptions are outlined in detail in the University Digest of Rules and Regulations. The Code of Student Conduct is available from http://www.kent.edu/emsa/studentconduct/index.cfm .
5. Classroom etiquette: Please be courteous—turn off and put away all electronic devices including cell phones and mp3 players **before you enter the class**. The use of these items is prohibited in the class. The use of laptops is also prohibited in class.

Course grading

US 10097 is required for graduation. Each student must earn a passing grade in order to complete graduation requirements. Students who do not pass will need to repeat the course.

Attendance is expected, so you don't get points for it. If, however, you have more than one unexcused absence (see **Absences**, above, for what constitutes an excused absence), you will fail the class. Since you don't want to have to take the course over again, don't miss class.

Participation is another matter. You can sit in your chair all semester and say nothing, which I certainly hope you don't do, or you can contribute interesting things to the class discussion. Since, in principle, you chose this session of US 10097 because the topic was of interest to you, you should have interesting things to say. I can't keep track of every time a student opens his or her mouth; that would kill discussion and be tedious. Suffice it to say, then, that if you don't participate in the class discussions, you won't be able to earn an A, even if you are Picasso or Mozart or Woody Guthrie themselves and produce a knock-
out Impressions piece. No, I can't tell you how many things you have to say to get an A. Just talk! Intelligently, of course. Talk is not babble. But remember: you chose this section because it was of interest to you.

As you can see above, most of the assignments are not graded. They must be completed in order to pass the class. Your final project, the artistic rendering of your Impression of something that struck you in your first weeks at Kent State, is graded, however. Will I grade you on your talent as an artist? No. You don't have to be Picasso or Mozart or Guthrie to get an A. I'll grade it, instead, on the work that went into it, and the quality of your presentation of it in class to your peers. If you want to see examples of how past students did on this - and they are, most of them, very impressive - you can see them on the class website.

NF/SF Grading
The NF (Never Attended F) grade denotes that a student never attended one class session nor did the student formally withdraw from the course. The NF grade will count as an F (zero

quality points) in computing grade point averages and will appear on the transcript.

The SF (Stopped Attending F) grade denotes that a student stopped attending the course and did not formally withdraw. The SF grade will count as an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Students missing more than two consecutive absences without electronic or verbal communication to the faculty member will receive a grade of SF for the course.

CLASS SCHEDULE (Subject to change, since during the course of the semester I get word of Special Guests who want to drop by to speak to you. Since we can't afford to pass out new paper syllabuses every time there is a change made, and there will be changes made, you will want to check the syllabus online regularly.)

What's a Special Guest? Since you're too young – by half a century or so – to remember the *Mickey Mouse Club*, here's a YouTube video to show you: http://www.youtube.com/watch?v=qZ1r81dJ2bg

Week 1 (August 30). Welcome and Overview, Syllabus review. Today's Special Guest will be Kaylan Baxter, who will speak to you about the CLA (College Learning Assessment) project. Its goal is to prove that students actually do learn something in college, because too many people now say that you don't.

Week 2 (September 6) Today's Special Guest will be Kathryn Frantz from the College Advising staff.

***September 8** is the last day to "Drop" a full term class without a W on transcript*

Week 3 (September 13) Group 1 sees College advisor: Morgan B, Cora B, Anna B, Nick C, Sirah C, Chloe D, Joella D, Bekah E, Angela E

Week 4 (September 20) Last day for Group 1 to see College advisor and bring me the signed form: Morgan B, Cora B, Anna B, Nick C, Sirah C, Chloe D, Joella D, Bekah E, Angela E

Week 5 (September 27) Group 2 sees College advisor: Holly E, Clare F, Tyler F, Marlene G, Nadine H, NaKayla J, Chrysten K, William K, Conor M

Week 6 (October 4) Complete online modules 1-2 by class time today. Last day for Group 2 to see College advisor and bring me the signed form: Holly E, Clare F, Tyler F, Marlene G, Nadine H, NaKayla J, Chrysten K, William K, Conor M

Week 7 (October 11) Group 3 sees College advisor: Alexandra M, Seth M, Patrick N, Violet O, Mayra P, Sarah P, Autumn P, Kimberly P, Mychael P

Week 8 (October 18) Draw lots for scheduling student presentations. Last day for Group 3 to see College advisor and bring me the signed form: Alexandra M, Seth M, Patrick N, Violet O, Mayra P, Sarah P, Autumn P, Kimberly P, Mychael P

*Midterm grades for Freshmen starting **October 16**--Check yours in Flashline under Student Tools.*

Week 9 (October 25) Complete online modules 3-4 by class time today. Group 4 sees College advisor: Alex R, Rachel S, Leah S, Seth S, Bobbie S, Jamie V, Jordan W. Student presentations: Sirah, Leah, Cora, Billy (aka William), Anna, Jordan

Week 10 (November 1) Last day for Group 4 to see College advisor and bring me the signed form: Alex R, Rachel S, Leah S, Seth S, Bobbie S, Jamie V, Jordan W Student presentations: Clare, Mychael, Tyler, Holly, Crysten, Seth S.

November 3 *is the last day to "Withdraw" from a full term class (transcript will show a 'W'*

Week 11 (November 8) Student presentations: Bekah, Patrick, Alex, Seth M., Mayra, Joella

Week 12 (November 15) Student presentations: Chloe, Nadine, Rachel, Autumn, Jaimie, Nick

Week 13 (November 22) Student presentations: Conor, Bobbie, Morgan, Violet, Angela, Sarah

Week 14 (November 29). **Thanksgiving break**. No class.

Week 15 (December 6) Complete online modules 5-6 by class time today. Student presentations: NaKayla, Alexandra, Kimberly, Marlene

START OF SYLLABUS SUPPLEMENTS for STUDENTS

Student Success Series: Fall 2013

Successful first-year students at Kent State University are those who learn how to utilize resources, resolve problems, and prepare themselves to take full advantage of their time on campus. The Student Success Series helps to promote this success by offering workshops on the common concerns and questions first-year students have during their transition to university life. Presentations are provided by experts on the topics who can provide information and guidance.

If you are in need to complete a Student Success Series Presentation for your FYE class, you will submit your stamped e-mail confirmation as your proof of attendance to your instructor. The Office of Student Success Programs does not keep attendance records and is not able to provide an attendance list.

How do I register?

1. Go to www.kent.edu/success
2. Click on "Register for a Student Success Series "
3. Search by Topic or Date to research presentations
4. Click on "Register for a Presentation"
5. Enter your Flash ID (**KSU email address without the @kent.edu**)
6. Select a presentation
7. Click verify
8. An email confirmation will be sent to your Kent email account: **PRINT THIS OUT** and bring it to the presentation
9. Problems? Contact Meghan Cisar mcisar@kent.edu

How far in advance should I register?

Success Series presentations fill up quickly. The sooner that you register, the better chance you have of being able to attend your first-choice sessions. Additional presentations will not be added at the end of the semester to accommodate for FYE assignments.

Can I alter my Success Series choice after I am registered?

Yes. If you wish to cancel your registration, go to the Success Series web page.

1. Go to www.kent.edu/success
2. Click on "Register for a Student Success Series"
3. Enter your Flash ID (KSU e-mail address without the @kent.edu)
4. Select the presentation that you wish to change
5. Click cancel

Why is there a confirmation letter?
After you make your Success Series selections, you should print out the confirmation letter and take it with you to the event. Students without a confirmation letter will not be allowed to enter the classroom/auditorium until five minutes before the presentation, and only at the discretion of the presenter and if there is adequate room.

What if there are changes to the schedule?
There is a possibility that there may be changes to the success series schedule, so students should check the web site for the most up-to-date information.

Is it okay if I have to come late or leave early?
It is not okay to come to a presentation late or to leave early. Please try to arrive 10 minutes early to the event and plan on staying for the full presentation. If you cannot make the commitment to arrive early and stay for the appropriate length of time, please find a more appropriate session to attend.

Your KSU User Online Advising Online Modules (for students)

Step 1: **Purpose of the advising modules**: a supplement to the US 10097 course. The modules are to provide pertinent and important information when you need it most; thus, each module has a recommended time to complete. You should complete the advising modules as indicated by your instructor on your US 10097 course syllabus; otherwise feel free to complete them as needed.
Step 2: **Getting Started**: To access the modules visit:
http://www.kent.edu/advising/index.cfm
Click on the link for the Advising Modules found on the left column (instructions for use are provided within each module).
Step 3: **Logging In:** In order to receive credit for this lesson, you must enter your Kent State Flashline username in the box below and then click the **"*Continue to Modules*"** button below to begin the module. **Note:** Your Flashline username is the part of your email address before the @ sign.
Step 4: **Troubleshooting:** If you do not know your Flashline user name, please contact the Kent State Help desk at 672-HELP (672-4357).
**If you are not able to access the modules, or the link is not working, please email NEWATSKU@kent.edu
Step 5: **Introduction**: Read the introduction and purpose of the modules and log-in using your FlashLine user name.
Step 6: **Quiz**: Continue to the 6 question pre-test quiz (you must complete these before you can begin the advising modules).
Step 7: **Complete Modules**: Complete each module as recommended by your FYE instructor. Because your progress is not saved between sessions, once you start a module you will need to complete it in its entirety. You will need to **complete all of the modules** including a post-test survey by **the last day of classes** or as indicated by your instructor on your US 10097 course syllabus.